



## **Admissions Policy**

### **Important Note**

Unless otherwise stated, all Policies of St Hilda's School apply to the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

**REVIEW DATE: May 2018**

**REVIEWED BY: Dan Sayers (Headmaster)**

*D. J. Sayers*

**SIGNED:**

**DATED: 31.05.18**

## **INTRODUCTION**

### **GENERAL**

St Hilda's School is an independent school for girls from rising 3 to 11 years. Although a girls' school, St Hilda's does take boys into the Nursery setting to accommodate sibling requirements. The maximum roll is 175 pupils. Choosing the right school is a very important decision for any parent. At St Hilda's we believe that a personal visit is invaluable. The school therefore encourages parental visits for a tour of the school and its facilities on normal working days. If appropriate, prospective pupils may also attend. Visits are arranged via the School Office. The school's website is an invaluable source of information and we strongly encourage prospective parents to view it.

### **THE ENTRY PROCEDURE**

St Hilda's School welcomes applications from parents who are interested in their daughters benefiting from its high standards.

Pupils are admitted to St Hilda's by parental application and interview with the Headmaster.

- ❖ Nursery has approximately 18-22 pupils.
- ❖ Throughout the rest of the School there is one class of approximately 22 pupils for each year group.

Whilst the School always tries to accommodate siblings, there may be circumstances in which other considerations have to take priority.

It is expected that pupils who do not have English as a first language will have reached a satisfactory standard in the entrance assessments. The school is able to offer those children who do not have English as their first language, but are able to pass the entrance assessment, some support so that they are able to access the curriculum and enjoy success.

The School reserves the right not to award places if admittance might, in the judgement of the Headmaster, prejudice the provision of efficient education or the efficient use of resources.

## **EQUAL TREATMENT**

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

St Hilda's School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

## **SPECIAL NEEDS**

The school does not discriminate in any way regarding entry. St Hilda's welcomes pupils with special educational needs, providing that the Learning Support Department can offer the support that is required. We welcome pupils with physical disabilities providing that our site can cater for these effectively. However, parents of children with special educational needs or physical disabilities are advised to discuss their child's requirements with the Headmaster before an assessment so that adequate provision can be made for the pupil. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request for special arrangements.

We will discuss thoroughly with parents (and their medical advisers as appropriate) the adjustments that can reasonably be made for the child if she becomes a pupil at the school. Similarly, the School reserves the right to review a girl's progress to the next year group should there be a significant cause for concern.

## **THE ASSESSMENT PROCESS FROM FORM II**

The aim of the process is to identify potential. St Hilda's is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance assessment is needed.

We do not assess candidates for entry to Morning or Afternoon Nursery, to the Reception class or Form I.

We interview all candidates as part of our assessment process for each of the other form classes. Candidates are assessed on their competency in literacy and numeracy.

## **SIBLING POLICY**

Most sisters join us at St Hilda's School. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different environment. St Hilda's does take boys into the Nursery setting to accommodate sibling requirements.

## **RELIGIOUS BELIEFS**

Although St Hilda's School has a Christian ethos, we do not select for entry on the basis of religious belief. The school offers the opportunity for those of other religions to practice their own faiths. St Hilda's welcomes pupils who practice other religions or none.

## **SCHOOL'S CONTRACTUAL TERMS & CONDITIONS**

Copies are available from the School Office and will be made available to parents as part of the admissions process.

## **COMPLAINTS**

We hope that parents and potential pupils do not have any complaints about St Hilda's School admissions process; however, a copy of the school's complaints procedure can be sent on request. Details are also available on the school website.

**This policy will be reviewed annually, by the Senior Management Team, in line with the school's review schedule for policies.**